

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SKID ROW MANAGEMENT TEAM (SRMT)

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

STAFF ASSISTANT I

The DMH Skid Row Management Team (SRMT) is seeking an enthusiastic, highly motivated, reliable, productive, and experienced person to fill the position of Staff Assistant I. The Skid Row Management Team is responsible for providing assistance to, oversight of, and the performance of the DMH directly operated adult clinics in Service Area 4: Downtown, Hollywood, and Northeast Mental Health Centers. The SRMT also is responsible for special projects, and collaboration with other agencies throughout the Service Area. The SRMT is currently located at the Little Tokyo Loft building in downtown Los Angeles, but will be moving to a medical building at 320 East 3rd Street by June 2014. Parking will be onsite.

EXAMPLE OF DUTIES:

- Assists the District Chief in the collection of, and analyzing data to make recommendations regarding the purchase, allocation, or replacement of selected items of equipment and supplies.
- Assess research and data regarding organizational problems, and make recommendations and assist in implementation of changes necessary.
- Creates binders, forms, graphs, spreadsheets, and reports to assist in the performance management of programs.
- Supervises clerical personnel with responsibility for assigning and reviewing work, orientation, training, development and evaluation of work performance
- Prepares correspondence, notices, and bulletins.
- Reviews documents submitted to District Chief and ensures all relevant information is included.
- Other duties as assigned by the District Chief.

DESIRABLE QUALIFICATIONS

- Strong verbal skills to communicate effectively with others in the public and private sectors.
- Strong written communication skills to edit and draft documents.
- Strong administrative and organizational skills
- Adaptable and flexible to meet the high demands of the program.
- Able to multi-task, prioritize multiple assignments and meet deadlines.
- Highly-Skilled with Microsoft Office software programs: Word, Excel, Power Point, Outlook, Access, and other software programs.

Interested parties holding the title of Staff Assistant I are encouraged to submit a resume, last two annual Performance Evaluations, and Master Timecard via fax or e-mail by **5:00 p.m. on Friday, March 28, 2014 to:**

Lawrence A. Hurst, LCSW
MHC District Chief
lhurst@dmh.lacounty.gov
Fax: (213) 617-9765

AN EQUAL OPPORTUNITY EMPLOYER